

### Intermediate / Senior Technologist

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LOLA Architecture is a full-service architectural firm that was founded in 2018 by Erica Lowe and Maria Landry. Our goal is to focus on socially and environmentally conscious design and provide the highest level of service for our clients. Our leadership team has extensive experience on a multitude of projects at various scales and budgets. We aim to become a firm known for our design excellence, technical expertise, and practical approach which is unencumbered by ego.

We are looking for a talented, collaborative, detail-oriented individual to join our team as an Intermediate Technologist. In this role, you will work with the senior staff and project teams in the office to lead the preparation of construction documents; working collaboratively as a part of our overall team mentoring junior staff and aiding in working through construction document details.

LOLA Architecture offers a collaborative, creative, flexible work environment. We are looking for a collaborative team member, who wants to excel in their role and grow with us to help shape and enjoyable and rewarding office environment and culture.

#### RESPONSIBILITIES

- Develop and prepare construction documents;
- Review drawings, along with the Principal Architects at key project milestones and prior to completion of tender / permit drawings.
- Provide mentorship and guidance to less experienced team members.
- Coordinate the preparation of Specifications with the Project Architect and outside Specifications Writer.
- Assist with consultant coordination. Attend, and at times lead, coordination meetings, depending on the project and stage of the project.
- Attend site meetings, and take meeting minutes if required;
- Assist with code analysis and code compliance of designs.
- Assist in the performance of QA/QC procedures.
- Research and assemble construction materials.
- Assist in the printing, assembly, circulation, and filing of project documents.
- Perform site review for projects under construction and document compliance with contract documents
- Review of shop drawings for projects under construction
- Preparation of indemnification letters for issuance of electronic files as needed;
- Represent LOLA Architecture Inc. when attending industry events and professional development courses.

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### **PAY STRUCTURE & BENEFITS**

- Monthly salary will be commensurate with experience starting at \$5,500 monthly (\$66,000 annually)
- At LOLA we aim to work a 35 hour work week. Overtime will be paid at 1.5 times regular pay when the hours worked in a week exceeds 40 hours.
- Base salary will be paid via Electronic Funds Transfer, you will be asked to provide your banking information to allow for this;
- Weekly submission of timesheet is required for pay generation;
- You will be eligible for Health benefits plan that will commence three months following commencement of full-time work;
- You will qualify for 3 weeks of paid vacation time, and 5 flex/sick days. In addition, the office will be closed between Christmas and New Years and vacation days between will be gifted from the principals;
- Opportunities are available for professional development upon review with the principals.
- A cellular phone allowance of \$65 per month toward base voice, text and data plan will be provided.

### **MINIMUM REQUIREMENTS & QUALITIES**

- Architectural Technologist Diploma or Equivalent
- 5 years of experience as an architectural technologist in Canada
- Proficiency with Revit, AutoCAD, Bluebeam, Microsoft Office (Outlook, WORD, Excel)
- A collaborative approach in the daily work environment and willingness to provide mentorship and guidance when needed
- Excellent written and verbal communication skills
- Excellent problem-solving and time management skills
- Attention to detail and strong work ethic
- Integrity and good reputation in the industry.